Note for Lattanzio, Ted

From: Goodheart, Jan

Date: Wed, Mar 9, 1994 12:48 PM

Subject: RE: WRA/SA 3/8 Follow-Up

To: Lattanzio, Ted

Cc: Hoffman, Denise

All three dates you proposed are okay with me -- though my preference is Tues or Wed as Monday will be my first day back in the office.

Thanks.

From: Lattanzio, Ted on Wed, Mar 9, 1994 12:05 PM
Subject: WRA/SA 3/8 Follow-Up
To: Borelli, Thomas; Goodheart, Jan; Logue, Mayada; McAlpin, Loreen; Opocensky, Margaret; Pottorff, Mary; Purcell, Clare; Winokur, Matt
Cc: Hoffman, Denise; Parrish, Steve

To begin with, my thanks to all for the excellent, 1st "video" telephone, conference call. Everyone's active participation ensured that all are keep in the loop about ongoing activities/plans/strategies, etc. To that end, following are the items that required follow-up from the 3/8 meeting:

1) Mayada Logue to get a copy of the general plan relative to ASHRAE revision to interested individuals.
2) Ted Lattanzio to set additional meetings with Burson regarding communications plans.
3) George Patskan to relay requests to Clare Purcell regarding building study relative to budgets.
4) Jan Goodheart to follow-up with Tony Andrade regarding ISO/Japan situation and additional follow-up.
5) Rick Solana and George Patskan attending 3/14 Conference; with trip report to Loreen McAlpin.
6) Ted Lattanzio to send information regarding Tozzi and projects to Richmond.
7) Richmond to be brought into the loop regarding the Richmond Regency Square Mall activities(DONE--see ms mail to Loreen)
8) ALL--to submitt to Mary Pottorff any and all suggestions regarding the importance of Georgetown Data base; she will synthesize and give to Tony Andrade prior to next C of C meeting to ensure full funding.
9) Matt Winokur to continue efforts regarding October conference and expected leak--contingency plan to be drafted by all involved.
10) Ted Lattanzio will get to all final draft language(after approvals) relative to State Pro-Active agenda.
11) NEXT MEETING--Due to FET week and related activities, the next available meeting dates are somewhat limited and will preclude us from having one in 2 weeks--NEED your OK dates for the next conference call from the following--Monday, 3/28; Tuesday, 3/29; Wednesday, 3/30. After this brief hiatus, we will schedule future conference calls every other week(as we all discussed) and shoot for Monday's at 9:30 AM(3:30 PM Neuchatel). Also, items you wish to have considered, just let me know. An agenda will be circ: prior to the next conference call. Thanks.

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Denise, hard copies to Tony Andrade, George Patskan, Rick Solana, Ruth Dempsey, Helmut Reif & Mitch Ritter. Thanks.

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